



LIBRARY OF CALIFORNIA  
JANUARY - JUNE 2001 FINAL NARRATIVE REPORT

Regional Library Network: Sierra Valley Library Network

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Fiscal/Administrative Officer/CEO

*[Signature]*  
(Signature)

*[Signature]*  
Chief Financial Officer

Name: Darla Gunning, Executive Director

Date: September 29, 2001

Title: System Director, 49-99 Cooperative Library System

Network Council Chair:

*[Signature]*  
(Signature)

Name: Janet Larson, Chair

Date: October 1, 2001

Title: Assistant Library Director, Sacramento Public Library

Submit with original signature, by 4:30 p.m., Monday, October 1, 2001 to:

*Mailing*

California State Library  
Budget Office – LoC  
Attn: Sharon Croley  
P.O. Box 942837  
Sacramento, CA 94237-0001

*Shipping/Delivery*

California State Library  
Budget Office – LoC  
Attn: Sharon Croley  
1029 J Street, Suite 400  
Sacramento, CA 95814  
(916) 445-9846

LIBRARY OF CALIFORNIA  
ANNUAL REPORT  
- INSTRUCTIONS -

The following definitions are provided to assist in filling out the report. Use additional pages as needed.

**Worksheet elements:**

***1. Description***

In one or more paragraphs describe how the Regional Library Network (RLN) addressed the required program element(s). Describe the service provided, staffing, equipment or services required and operating elements. If service was contracted, describe the general terms of the contract.

***2. Service Delivery Standards/Measures***

Describe the standard(s) for the service and describe how the service was measured. A delivery example:

Standard: Delivery of 90% of items within 48 hours of placement in the delivery system.

Measures:     Number of items shipped  
                  Number of stops  
                  Number of delivery stops per week/per site  
                  Number of items received at correct destination within 48 hours of placement in  
                  delivery system

***3. Evaluation***

Describe how the service is evaluated. What statistical and narrative documentation was used to determine the usefulness of the service, its capacity to serve current and future Network members, and its effectiveness in meeting the RLN-established service delivery measures for the service? What tools are used to collect data? What issues came up in the current year that must be addressed in the following year?

***4. Budget***

A budget template has been provided. Please summarize expenditures by program category and total them at the bottom of the page.

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Program element:

18841. (Administration)

(a) Each regional library network shall establish a regional library council...Duties of the regional network council include overall administrative responsibility for the network, adopting an annual plan of service, assuring the appropriate expenditure of funds, and submitting annual budget proposals to the state board for implementation of the provisions of this article.

(b) Each regional network council shall elect from its membership a representative board to carry out its policies.

(c) Administration and management of the regional library network shall provide the vision and leadership necessary to perform the functions and deliver the services in a timely and satisfactory manner.

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Describe in narrative form how the Regional Library Network implemented section 18841 (a), (b) and (c) including the following elements (use as many pages as necessary):

**1. Administration Program Description**

*Formation of the Regional Library Council and Board of Directors.*

The Library of California Board formally approved Sierra Valley Library Network's Charter Membership and application to proceed with operations at their November 11, 2000 meeting. Sierra Valley Library Network had its first Regional Library Council meeting on February 20, 2001, at which time an interim Board of Directors was appointed by the Sole Incorporator. The SVLN Plan of Service for the interim period of January – June 2001 was also approved along with an interim budget. Subsequently the SVLN Regional Library Council held its first Annual Meeting on March 22, 2001, and a Board of Directors was elected according to the Bylaws of the Sierra Valley Library Network, a California Nonprofit Public Benefit Corporation and a Library of California regional library network. A draft of the FY 2001/2002 Plan of Service with budget was also approved and the Board of Directors was delegated to grant final approval once additional details were developed.

The SVLN Board of Directors met four times between March 22 and June 30, 2001. The Board made decisions concerning budget allocation, program development and future activities, and approved the final FY 2001/2002 Plan of Service and budget.

Member recruitment for additional members and participating libraries continues. Approval by the Library of California Board for FY 2001/2002 memberships continued through their June 2001 meeting. SVLN continues to monitor a list of potential members, to provide information, to receive and review member applications, and to track and follow up on applications.

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### **1. Administration Program Description (cont'd)**

*Administration and management of the regional library network to provide the vision and leadership necessary to perform the functions and deliver the services in a timely and satisfactory manner.*

The SVLN Board of Directors approved a service agreement between SVLN and the Mountain Valley Library System (MVLS) and the 49-99 Cooperative Library System (49-99/CAL) for the two systems to provide the necessary administrative support and management for each of the Library of California program elements for Sierra Valley Library Network. The service agreement also included provision of delivery and reference services to many of SVLN's member libraries, as well as support to facilitate meetings of the Regional Library Council, the Board of Directors, and committees as formed, to assess the interest in and need for sub-regional interest groups, and to arrange meetings as needed.

For the period January – June 2001, temporary clerical support and a legal advisor were hired to move SVLN through the interim period and the incorporation process and to provide ongoing counsel as needed. In addition, an accounting firm was consulted while developing the necessary fiscal structure for the new organization, liability insurance was obtained and small equipment was purchased including a workstation, copy machine and wireless microphone sets.

### **2. Service Delivery Standard(s)/Measures**

Service delivery standards were not developed for the interim period January – June 2001, and were not required by the Library of California Board. Standards and measures were proposed in the SVLN Plan of Service for FY 2001/2002 and results will be reported in next year's Annual Report.

### **3. Evaluation**

Library of California funding allocation to Sierra Valley Library Network for FY 2000/2001 was not made available until after incorporation papers were filed in January 2001. Funds were received in March 2001. Because of timing it was difficult for Sierra Valley to enter into contractual agreements for consultants and a number of other services that had been planned. Next year hopefully funding will be available throughout the fiscal year to implement the networks' goals and objectives, but in light of State fiscal constraints it is possible funds will not be made available immediately. In preparation for that possibility, SVLN has created a reserve fund for both operation and equipment replacement needs.

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Program element:

18842. (Telecommunications Infrastructure)

Each regional library network shall do all of the following:

- (a) Make available a telecommunications system for the transfer of information and communications among its members.
- (b) Provide regional communications based upon the most effective methods of exchanging information among its members.
- (d) Provide online access to the information files, resources, and bibliographic records of its members which may be accessed regionally and statewide.

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Describe in narrative form how the Regional Library Network implemented section 18842 (a), (b) and (d) including the following elements (use as many pages as necessary):

**1. Telecommunications Infrastructure Program Description**

*Make available a telecommunications system for the transfer of information and communications among its members; and provide regional communications based upon the most effective methods of exchanging information among its members.*

Sierra Valley Library Network has provided a regional listserv, the Mid-Cal egroup, throughout the planning process and continues to facilitate this communication mechanism. News items, announcements and additional information about a variety of library services in the Sierra Valley area are distributed via Mid-Cal. The Sierra Valley Library Network web site was developed during the planning period and is still available. A graphic and web design firm has been contracted with to develop a corporate identity and a new, enhanced Network web site. The new SVLN web site, scheduled for Fall 2001, will include a number of items such as notice of meetings and programs, links to network member web sites, membership information and regional services and projects.

Audio conferencing is arranged upon request for participants to conference call to SVLN Board of Directors meetings and other network groups as needed. Consultant Dan Theobald was contracted with to determine the best means to provide this service. As committees are developed and begin meeting this service will be made available to committee members as well. Committee recruitment continues and initial meetings are planned for Fall 2001. Once committees are formed and have met the Board of Directors will assess the interest in and need for sub-regional interest groups. Meetings will be arranged as needed.

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### **1. Telecommunications Infrastructure Program Description (cont'd)**

*Provide online access to the information files, resources, and bibliographic records of its members which may be accessed regionally and statewide.*

SVLN funds along with two Library of California planning grants, the Technology Inventory grant and the Telecommunications Infrastructure “Staying Connected” grant, helped SVLN to further develop and expand the goals, objectives, services and needs assessments inherent in these grants. Grant funding provided for one-time costs such as small equipment and telecommunications installations at more than thirty libraries. Work to complete the technology inventory of charter member school and special libraries continues, and will be extended as the Library of California Board approves new members and participating libraries.

A technology coordinator was hired on a contract basis to provide technical support to Sierra Valley Library Network, Mountain Valley Library System (MVLS), 49-99 Cooperative Library System/CAL (49-99/CAL) and network members. She continues to provide support to a number of projects including the virtual catalogs of MVLS and 49-99/CAL, the SVLN “Staying Connected” grant, and the SVLN Technology Inventory grant.

Consultant Joseph Ford & Associates was contracted with to continue the regional technology planning process, to develop automation standards for new network members, to explore options for upgrading, expanding, and linking the two existing virtual catalogs (MVLS and 49-99/CAL), to facilitate establishing links to new network members with Z39.50 software, to identify libraries that need help with Internet connectivity, and to provide technical assistance (onsite and remote) to network members.

Consultant Bruce Van Allen was contracted with to implement an ILL component for the two DRA Web2 virtual catalogs, to explore options for upgrading and expanding the current product, to facilitate testing by library staff and to make improvements as time and resources permit. Work to extend the ILL component to both servers continues.

### **2. Service Delivery Standard(s)/Measures**

Service delivery standards were not developed for the interim period January – June 2001, and were not required by the Library of California Board. Standards and measures were proposed in the SVLN Plan of Service for FY 2001/2002 and results will be reported in next year’s Annual Report.

### **3. Evaluation**

Library of California funding allocation to Sierra Valley Library Network for FY 2000/2001 was not made available until after incorporation papers were filed in January 2001. Funds were received in March 2001. Because of timing it was difficult for Sierra Valley to enter into contractual agreements for consultants and a number of other services that had been planned. Next year hopefully funding will be available throughout the fiscal year to implement the networks’ goals and objectives, but in light of State fiscal constraints it is possible funds will not be made available immediately. In preparation of that possibility SVLN has created a reserve fund for both operation and equipment replacement needs.

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Program element:

18842. (Regional Delivery)

Each regional library network shall do all of the following:

(c) Provide intraregional delivery service based upon the most cost-effective methods for moving materials among its members.

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Describe in narrative form how the Regional Library Network implemented section 18842.(c), including the following elements (use as many pages as necessary):

### 1. Regional Delivery Program Description

*Provide intraregional delivery service based upon the most cost-effective methods for moving materials among its members.*

SVLN funds were used to augment CLSA funding of Communications & Delivery via the Service Agreement between SVLN and MVLN and 49-99/CAL. Thus, delivery services were provided to 38 member libraries during the interim period, representing 54% of total SVLN membership. Frequency of delivery varied from one day to five days a week, with 66% of these libraries receiving delivery at least 3 days a week. Deliveries were provided via van delivery, US Postal Service or UPS.

Within available resources and funding in FY 2001/2002, SVLN will extend delivery to additional network members, and contract with a consultant to study and make recommendations regarding delivery options to all network members, to survey members regarding needs for frequency of delivery, and to document delivery workload and make adjustments as needed.

### 2. Service Delivery Standard(s)/Measures

Service delivery standards were not developed for the interim period January – June 2001, and were not required by the Library of California Board. Standards and measures were proposed in the SVLN Plan of Service for FY 2001/2002 and results will be reported in next year's Annual Report.

### 3. Evaluation

Library of California funding allocation to Sierra Valley Library Network for FY 2000/2001 was not made available until after incorporation papers were filed in January 2001. Funds were received in March 2001. Because of timing it was difficult for Sierra Valley to enter into contractual agreements for consultants and a number of other services that had been planned. Next year hopefully funding will be available throughout the fiscal year to implement the networks' goals and objectives, but in light of State fiscal constraints it is possible funds will not be made available immediately. In preparation of that possibility SVLN has created a reserve fund for both operation and equipment replacement needs.

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Program element:

18845. (Training and Continuing Education)

Each regional library network shall provide opportunities for training and continuing education activities that encourage the most effective use of the resources and services authorized under this chapter, and that respond to the needs of its members in the effective delivery of services.

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Describe in narrative form how the Regional Library Network implemented section 18845, including the following elements (use as many pages as necessary):

### 1. Training and Continuing Education Program Description

*Provide opportunities for training and continuing education activities that encourage the most effective use of the resources and services authorized under this chapter, and that respond to the needs of its members in the effective delivery of services.*

SVLN funds along with three Library of California planning grants, the FirstSearch grant, the Electric Library grant and the Telecommunications Infrastructure "Staying Connected" grant, helped SVLN to further expand the goals, objectives, services and needs assessments inherent in these grants. The Network was able to provide training in the use of OCLC FirstSearch and Electric Library, to provide reference training in response to needs identified during such training, and to provide technical training for the Web2 ILL supplemental module for the two virtual catalogs provided by consultant Bruce Van Allen.

A teleconference on Internet Filtering was made available to SVLN members in April 2001, and the taped broadcast was purchased and is made available to member libraries for their viewing. SVLN will continue to provide additional technology training in response to needs identified in the technology training needs assessment planned for FY 2001/2002. Also in FY 2001/2002 other training opportunities will be explored, developed and provided through a variety of means such as general orientation training for new network members, training in interlibrary loan procedures, training in reference referral procedures, and training in direct loan/onsite service/patron referral procedures. SVLN will continue to monitor state-level developments and take advantage of statewide training programs.

### 2. Service Delivery Standard(s)/Measures

Service delivery standards were not developed for the interim period January – June 2001, and were not required by the Library of California Board. Standards and measures were proposed in the SVLN Plan of Service for FY 2001/2002 and results will be reported in next year's Annual Report.

### 3. Evaluation

Library of California funding allocation to Sierra Valley Library Network for FY 2000/2001 was not made available until after incorporation papers were filed in January 2001. Funds were received in March 2001. Because of timing it was difficult for Sierra Valley to enter into contractual agreements for consultants and a number of other services that had been planned. Next year hopefully funding will be available throughout the fiscal year to implement the networks' goals and objectives, but in light of State fiscal constraints it is possible funds will not be made available immediately. In preparation of that possibility SVLN has created a reserve fund for both operation and equipment replacement needs.



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Program element:

18846. (Information and Referrals)

(a) Each regional library network shall provide information and referrals to answer requests that are beyond the capacity or capability of its members by accessing the resources and expertise of other libraries, improving general reference service in participating libraries, and improving reference service to respond to the needs of the underserved populations in the region.

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Describe in narrative form how the Regional Library Network implemented section 18846, including the following elements (use as many pages as necessary):

### **1. Information and Referrals Program Description**

*Provide information and referrals to answer requests that are beyond the capacity or capability of its members by accessing the resources and expertise of other libraries, improving general reference service in participating libraries, and improving reference service to respond to the needs of the underserved populations in the region.*

Reference services were available to 38 member libraries during the interim period, representing 54% of total SVLN membership. As part of the service agreement between SVLN and MVLS and 49-99/CAL reference services were provided via the reference centers of the two systems.

Within available resources and funding in FY 2001/2002, SVLN will extend reference services to additional network members and contract with a consultant to study and make recommendations regarding reference options to all network members, to survey members regarding needs for reference services, and to document the reference centers' workloads and make adjustments as needed. SVLN will also work to develop recommendations for policies/procedures for reference and information referral within the network, to identify special collection strengths within the network and share that information with network members, and to assess long-term options and costs for electronic databases.

SVLN funds (grant and allocation) were utilized to make available online electronic database access to NewsBank for all participating libraries. This service includes the full-text of three California newspapers, Sacramento Bee, San Francisco Chronicle and the San Jose Mercury News for the period June 15, 2001 through June 30, 2002. Following the successes and lessons learned from two Library of California planning grants, the SVLN First Search grant and the SVLN Electric Library grant, statistical results were reviewed and member libraries were surveyed. As electronic database access continues to be the most requested service by SVLN members, it was determined this was the best use of SVLN funds at that time. The service continues to provide SVLN data on how best to provide such services to the membership in an ongoing manner.

Also in FY 2001/2002, SVLN will work to form a Regional Resource Centers Group to monitor state-level developments, to study and make recommendations to the SVLN Council and/or Board of Directors concerning the criteria, roles, and functions of regional resource centers; to identify other than library information providers within the network region, and to disseminate information about the network to them and about them to the network

### **2. Service Delivery Standard(s)/Measures**

Service delivery standards were not developed for the interim period January – June 2001, and were not required by the Library of California Board. Standards and measures were proposed in the SVLN Plan of Service for FY 2001/2002 and results will be reported in next year's Annual Report.

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### **3. Evaluation**

Library of California funding allocation to Sierra Valley Library Network for FY 2000/2001 was not made available until after incorporation papers were filed in January 2001. Funds were received in March 2001. Because of timing it was difficult for Sierra Valley to enter into contractual agreements for consultants and a number of other services that had been planned. Next year hopefully funding will be available throughout the fiscal year to implement the networks' goals and objectives, but in light of State fiscal constraints it is possible funds will not be made available immediately. In preparation of that possibility SVLN has created a reserve fund for both operation and equipment replacement needs.

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Program element:

18847. (Public Awareness)

Each regional library network shall augment the public awareness programs of its members by providing public relations packages to them for customization and dissemination.

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Describe in narrative form how the Regional Library Network implemented section 18847, including the following elements (use as many pages as necessary):

### 1. Public Awareness Program Description

*Augment the public awareness programs of its members by providing public relations packages to them for customization and dissemination.*

A public awareness program as described above was not a part of SVLN FY2000/2001 Plan of Service. A graphic and web design firm was hired to develop a new corporate identity for the Sierra Valley Library Network, and to produce the corresponding business system that will be used in all correspondence and public awareness materials distributed by SVLN. The new corporate identity will be introduced in Fall 2001.

SVLN also utilized funding from a Library of California planning grant, SVLN Focus Groups, to hold meetings in the Fall 2000 with key decision makers for school libraries throughout the region. These meetings proved to be tremendously beneficial in recruiting new school library members for SVLN. The hope was to hold additional meetings in the Spring 2001 to recruit new members for FY 2001/2002. Unfortunately a decision by the Library of California Board to implement an annual April deadline to approve members for the following year meant that any potential recruits contacted in the Spring 2001 would not be able to become active members of the Library of California until July 2002. This created numerous potential public relations problems, and it was decided not to hold the Spring Focus Group meetings.

### 2. Service Delivery Standard(s)/Measures

Service delivery standards were not developed for the interim period January – June 2001, and were not required by the Library of California Board. Standards and measures were proposed in the SVLN Plan of Service for FY 2001/2002 and results will be reported in next year's Annual Report.

### 3. Evaluation

Library of California funding allocation to Sierra Valley Library Network for FY 2000/2001 was not made available until after incorporation papers were filed in January 2001. Funds were received in March 2001. Because of timing it was difficult for Sierra Valley to enter into contractual agreements for consultants and a number of other services that had been planned. Next year hopefully funding will be available throughout the fiscal year to implement the networks' goals and objectives, but in light of State fiscal constraints it is possible funds will not be made available immediately. In preparation of that possibility SVLN has created a reserve fund for both operation and equipment replacement needs.

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In January 2001 regional networks were provided with a list of actions to be taken before a network can expend funds, derived from both the Library of California Act and the California Corporations Code. The two primary actions are recognition of the network by the LoC Board and the incorporation as a non-profit organization.

With these two actions taken, the State of California recognizes networks as legal entities. However, there are other actions that networks must take to have the legal authority to expend funds and to undertake activity on behalf of their members. The following list groups items together in the order in which they might or should be accomplished. The first 23 items were those that were to be addressed prior to the network expending funds.

Please provide the date(s) on which the actions were taken, so that we can add it to your regional documentation.

**Legal Requirements for Network Operations**

Network Action	Date Completed
1. Approval of the Regional Library Network by LOC Board	November 2000
2. File Articles of Incorporation <sup>1</sup>	January 22, 2001
3. Obtain federal employer identification number <sup>2=</sup>	February, 2001
4. Establish fiscal agent <sup>=</sup>	February 20,2001
5. Establish fund accounts <sup>=</sup>	February 20,2001
6. Incorporator admits charter members to membership and establishes the Council	February 20,2001
7. Prepare and post meeting notice and agenda for 1st Council meeting	February 20,2001
8. Incorporator convenes Council	February 20,2001
9. Council elects Council Chair	March 22, 2001
10. Council adopts bylaws and directs Secretary to certify bylaws	February 20,2001
11. Council determines authority of the Board of Directors	March 22, 2001
12. Council elects members of the Board	March 22, 2001
13. Elect Board Chair	N/A, see #9
14. Council ratifies selection of agent for service of process, submission of applications for tax-exempt status, selection of fiscal agent and establishment of fund accounts <sup>=</sup>	February 20,2001
15. Council determines corporation's fiscal year	February 20,2001
16. Council establishes principal place of business (street and mailing address(es))	February 20,2001
17. Council adopts plan of service	February 20,2001 (FY 2000/2001) & March 22, 2001 (FY 2001/2002)
18. Council adopts budget and approves initial expenditures in accordance with adopted plan of service	February 20,2001 (FY 2000/2001)

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**Legal Requirements for Network Operations (cont')**

19. Council authorizes Chair to appoint committee on membership	February 20,2001
20. Council selects library user members	March 22, 2001
21. Appoint officers	March 22, 2001
22. Determine where meeting notices to be posted officially	March 22, 2001
23. Authorize payment of incorporation expenses	February 20,2001
24. Submit applications for tax-exempt status to IRS/FTB <sup>=</sup>	
25. Receive IRS determination <sup>3</sup>	
26. Receive FTB determination <sup>3</sup>	
27. Hire staff	ongoing
28. Council adopts (or authorizes Board to adopt) conflict of interest code	
29. Council/Board establishes subgroups, committees and advisory bodies	ongoing
30. Council develops schedule of meetings	March 22, 2001
31. Board authorizes expenditures in accordance with adopted plan of service	April & May 2001
32. Board prepares and authorizes budget and plan of service for upcoming year to be adopted by the Council at its annual meeting	June 2001
33. Authorize filing of Statement By Domestic Nonprofit Corporation with Secretary of State	February 20,2001
34. Authorize filing of Registration/Renewal Fee Report to Attorney General of California <sup>5</sup>	

<sup>1</sup> Incorporation date.

<sup>2</sup> IRS Form SS-4.

<sup>3</sup> Date of determination letters from IRS/FTB. If exemption applications submitted within 27/15 months, respectively, of incorporation date, exemption will be effective as of incorporation date.

<sup>4</sup> EDD Form DE 1NP Registration Form For Non-Profit Employers.

<sup>5</sup> Form RRF-1 filed annually on or before January 15.

<sup>=</sup> These actions may be taken by the Incorporator before the Council is convened. If any of the actions have not been taken by the Incorporator, the Council should adopt resolutions taking these actions.

**LIBRARY OF CALIFORNIA**  
**REGIONAL LIBRARY NETWORK EXPENDITURES : JANUARY - JUNE 2001**

NETWORK Sierra Valley Library Network


Program Areas	Budgeted	Expenditures				TOTAL EXPENDED
		Personnel	Operations	Materials	Equipment Over \$5000	
<b>ADMINISTRATION</b>						
Library of California	164,191	0	164,191	0	0	164,191
Other**	0	0	0	0	0	0
Total	164,191	0	164,191	0	0	164,191
<b>TELECOMMUNICATIONS *</b>						
Library of California	27,681	0	27,681	0	0	27,681
Other**	0	0	0	0	0	0
Total	27,681	0	27,681	0	0	27,681
<b>REGIONAL DELIVERY</b>						
Library of California	20,336	0	20,336	0	0	20,336
Other**	0	0	0	0	0	0
Total	20,336	0	20,336	0	0	20,336
<b>TRAINING</b>						
Library of California	30	0	30	0	0	30
Other**	0	0	0	0	0	0
Total	30	0	30	0	0	30
<b>INFORMATION AND REFERRAL</b>						
Library of California	143,762	0	143,762	0	0	143,762
Other**	0	0	0	0	0	0
Total	143,762	0	143,762	0	0	143,762
<b>PUBLIC AWARENESS</b>						
Library of California	5,000	0	5,000	0	0	5,000
Other**	0	0	0	0	0	0
Total	5,000	0	5,000	0	0	5,000
<b>TOTAL FOR ALL PROGRAMS</b>	<b>361,000</b>	<b>0</b>	<b>361,000</b>	<b>0</b>	<b>0</b>	<b>361,000</b>

\* Includes intraregional communications

\*\* Identify other funding by source

SUBMITTED BY: Gerald Maginnity

Title: Chief Financial Officer

(Name)  
  
 (Signature)

Telephone: 916-264-2722

September 26, 2001

(Date)

E-Mail: myls@ns.net